



# ARIZONA DEPARTMENT OF EDUCATION

## Voucher Role Assignments

Last Updated 4/24/23

Entity Administrators at your district, charter, state placing agency, residential treatment center, or institution will need to assign roles for the ESS Vouchers application in [ADEConnect](#). To identify your entity administrator, click **Search** under **Find an Administrator** in the **Help** section of [ADEConnect](#). If you have further questions or are having difficulties, contact the ESS Vouchers team at [essvouchers@azed.gov](mailto:essvouchers@azed.gov).

Home Applications User Management Admin Reports Help Feedback Account

### Help

**Contact ADE Support**  
Arizona Department of Education  
1535 West Jefferson Street  
Phoenix, AZ 85007  
[\(602\) 542-7378](tel:(602)542-7378)

**Support Ticket**  
Need to open a support ticket or view status of existing tickets. Use our Help Desk to open new tickets or view existing tickets for status and resolution.  
[Go to Help Desk](#)

**Find an Administrator**  
Looking for an administrator that can assist you with your ADEConnect access. Locate the contact information of an ADEConnect administrator that is assigned to your organization.  
[Search](#)

**Frequently asked questions**  
You have questions. We have answers.  
[FAQ](#)

The necessary roles for the ESS Vouchers application in [ADEConnect](#) are as follows:

- **Residential Treatment Centers** only need the role of **ESS Vouchers: RTC User**
- **Home School Districts** only need the role of **ESS Vouchers: HSD User**
- **State Placing Agencies** only need the role of **ESS Vouchers: SPA User**
- **Institutional/ASDB** only need the role of **ESS Vouchers: Institutional User**

Please be sure your entity administrator assigns you the **correct** role. You will receive the below error message if you have multiple roles or assigned the wrong type of role.

**This user is not authorized to access the system at this time. Please view the Voucher Role Assignments guide, then contact the ESS Vouchers team if needed.**

Once the role is assigned, allow [ADEConnect](#) up to 15 minutes to refresh, then you will be able to access the application.

Contact [essvouchers@azed.gov](mailto:essvouchers@azed.gov) for questions.